

# OPEN EXAMINATION FOR SENIOR LEGAL TYPIST

RELEASE DATE: 06-08-07

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED: FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922

SCIF IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER OFFERING EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**FINAL FILING DATE: JUNE 29, 2007**

## FILE APPLICATION (STD. 678) WITH:

**LOCATION:** Region I: Bakersfield • Fresno • Redding •  
Sacramento • Stockton

*State Compensation Insurance Fund  
Human Resources  
P.O. Box 420807, San Francisco, CA 94142-0807*

Applications may be obtained from the State Fund website at  
<http://www.scif.com/careers>

**FILING INFORMATION**  
APPLICATIONS MAY NOW BE SUBMITTED VIA THE INTERNET AT  
[www.scif.com/careers](http://www.scif.com/careers)

Applications must be **SUBMITTED ONLINE, RECEIVED OR POSTMARKED** no later than the final filing date. Applications submitted online, postmarked, personally delivered or received via inter office mail after the final filing date will not be accepted for any reason. A meter date will be accepted as a postmark **ONLY** if it indicates purchase of appropriate first-class postage.

Applications can be obtained from the State Personnel Board, the Employment Development Department, or any State Fund office (see back of bulletin).

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

**NOTE:** Accepted applicants are required to bring either a photo identification or two forms of signed identification to each phase of the examination.

**WRITTEN TEST DATE:** The written test is on August 7, 2007 in Sacramento. If conditions warrant, the written test may be rescheduled during August 2007.

## QUALIFICATIONS APPRAISAL

It is anticipated that interviews will be held during August 2007.

## SALARY RANGES:

Range A - \$2504 to \$3044

Range B - \$2799 to \$3400

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by August 7, 2007, the written test date.

### Either I

One year of experience in typing and clerical work, at least six months of which shall have been in work of a legal nature\* requiring the preparation of legal correspondence, petitions, briefs, motions, depositions and various legal notices and forms. Academic education above the twelfth grade may be substituted for six months of required general experience on the basis of either (a) one year of general education being equivalent to three months of general experience; or (b) one year of education of a business or commercial nature being equivalent to six months of general experience.

### Or II

Completion of a certificated legal secretarial program at either a regionally accredited college or business school approved by the Bureau of Private Postsecondary and Vocation Education and accredited by the Accrediting Council for Independent Colleges and Schools may be substituted for all of the required general and legal experience.

\*Your experience in "work of a legal nature," as described above under "experience," must be clearly described on your application. Typist's experience involving routine handling of legal forms will not be considered qualifying.

**Legal experience gained as an Office Assistant in State service will not be considered qualifying unless the experience was gained on a Training and Development assignment as a Senior Legal Typist.**

The ability to type at a rate of 45 words per minute is required. At the time you complete your application, you will be required to certify to your ability to type 45 words per minute.

**Additional Desirable Qualification** – Education equivalent to completion of the twelfth grade.

## Special Personal Characteristic:

A demonstrated interest in assuming increasing responsibility.

## THE POSITION

A Senior Legal Typist, in either a secretarial capacity or in a typing pool, does legal typing and clerical work involving transcribing dictation from a dictating machine as a major portion (50% or more) of the work time and performs related office work required in preparing and processing a variety of legal documents for an attorney or a legal staff, and does other related work.

## EXAMINATION INFORMATION

No candidate may participate in this examination who has taken an examination for Senior Legal Typist in any location during the past six (6) months, that is, since **February 8, 2007**.

Once a candidate has taken the examination for this location, he or she will not be allowed to take the examination again in any location within the next 6 months, that is until **February 7, 2008**.

This examination will consist of a written test weighted pass/fail and a qualifications appraisal interview weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in each part of the examination.

## WRITTEN TEST – WEIGHTED PASS/FAIL

### Knowledge of:

1. Legal terminology used in legal clerical work.

### Ability to:

1. Recognize proper English grammar, punctuation, and spelling of written material used by legal clerical staff.
2. Read and comprehend legal clerical work material.
3. Follow written instructions and apply information found in legal office reference material.
4. Proofread legal clerical material.

## QUALIFICATIONS APPRAISAL – WEIGHTED 100.00%

### SCOPE:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

### Knowledge of:

1. Technical legal terms.
2. Various legal forms/documents and their processing.
3. Modern office methods, supplies and equipment.
4. Business English and correspondence.

### Ability to:

1. Establish and maintain effective work relationships.
2. Communicate tactfully and effectively.
3. Follow directions.
4. Analyze situations accurately and take effective action.
5. Prepare correspondence independently.
6. Perform difficult legal clerical work and process a variety of legal documents.
7. Accurately transcribe difficult dictation involving a variety of legal terms.

## ELIGIBLE LIST INFORMATION

An open eligible list will be established for **Region I**. The list will be abolished 12 months after being established, unless the needs of the service and/or conditions of the list warrant a change in this period.

**Veterans' preference credits** will be added to the final score of all competitors in this examination who qualify for and have requested these points and who are successful in the examination.

**All interviews will be recorded.**

## GENERAL INFORMATION

**It is the candidate's responsibility** to contact the STATE COMPENSATION INSURANCE FUND, Human Resources, in San Francisco, (415) 565-1160, three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the STATE COMPENSATION INSURANCE FUND in San Francisco, (415) 565-1160, three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board, local offices of the Employment Development Department, and offices of the STATE COMPENSATION INSURANCE FUND.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Compensation Insurance Fund** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1). Subdivisional promotional, 2). departmental promotional, 3). multidepartmental promotional, 4). servicewide promotional, 5). departmental open, 6). open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Veteran Preference:** California law allows granting of veterans' preference points in open entrance examinations and open non-promotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credits in open non-promotional examinations is granted as follows: five (5) points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference points are on the Veterans' Preference Application form (Form 1093) which is available from State Personnel Board Office, 801 Capitol Mall, Sacramento, CA 95814, (916) 653-1502 or TTY (916) 654-6336.

## STATE COMPENSATION INSURANCE FUND OFFICES

Bakersfield District Office  
9801 Camino Media  
Bakersfield, CA 93311-1303

Bay Area Office  
5880 Owens Drive  
Pleasanton, CA 94588-3900

Eureka District Office  
2440 Sixth Street  
Eureka, CA 95501-0788

Fresno District Office  
10 River Park Place East  
Fresno, CA 93720-1531

Home Office  
1275 Market Street  
San Francisco, CA 94103-1410

Los Angeles District Office (Monterey Park)  
900 Corporate Center Drive  
Monterey Park, CA 91754-7618

Los Angeles District Office (Glendale)  
655 N. Central Avenue, #200  
Glendale, CA 91203-1400

Orange County Office  
1750 East Fourth Street  
Santa Ana, CA 92705-3929

Oxnard District Office  
2901 North Ventura Road  
Oxnard, CA 93036-1150

Redding District Office  
364 Knollcrest Drive  
Redding, CA 96002-0104

Riverside District Office  
6301 Day Street  
Riverside, CA 92507-0902

Sacramento District Office  
2275 Gateway Oaks Drive  
Sacramento, CA 95833-3255

San Bernardino District Office  
375 West Hospitality Lane  
San Bernardino, CA 92408-3217

San Diego District Office  
10105 Pacific Heights Blvd., Suite 400  
San Diego, CA 92121-4226

San Jose District Office  
6203 San Ignacio Avenue  
San Jose, CA 95119-1325

Santa Rosa District Office  
1450 Neotomas Avenue  
Santa Rosa, CA 95405-7581

State Contract Services - Commerce  
400 Citadel Drive, Suite 100  
Commerce, CA 90040-1558

State Contract Services - Oxnard  
2901 North Ventura Road, Suite 100  
Oxnard, CA 93036-1148

State Contract Services - Riverside  
6301 Day Street, Suite 200  
Riverside, CA 92507-0902

State Contract Services - Rohnert Park  
5900 State Farm Drive  
Rohnert Park, CA 94928-2122

State Contract Services - Sacramento  
2450 Venture Oaks Drive, Suite 500  
Sacramento, CA 95833-3291

Stockton District Office  
3247 West March Lane  
Stockton, CA 95219-2351

This examination is being administered by State Compensation Insurance Fund. Please address exam inquiries to the telephone number and address on the front of the examination bulletin.

## Contact Information for California State Personnel Board:

801 CAPITOL MALL • SACRAMENTO, CA 94244-2010 • (916) 653-1705 • TDD: (916) 653-1511  
TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD Device  
California Relay (Telephone) Service for the Deaf or Hearing-Impaired:

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922